DON Code of Privacy Act Fair Information Principles

- **DON has devised a list of principles to be applied when handling Protected Personal Information (PPI) . This is referred to as the DON Code of Privacy Act Fair Information Practices.**

- **Any DON employee, military member, or contractor who handles the personal information of others must abide by the principles set forth by the Code.**

The DON Code of Fair Information Principles

The Principle of Openness: When we collect personal data from you, will inform you of the intended uses of the data, the disclosures that be made, the authorities for the collection, and whether the collecti mandatory or voluntary. We will collect no data subject to the Privacy less a Privacy Act system notice has been published in the Federal gister and posted on the and at www.privacy.navy.mil.

The Principle of Individual Participation: Unless DON has claimed an emption from the Privacy Act, we will, upon request, grant you access ur records; provide you a list of disclosures made outside the Departm Defense ; and make corrections to your file, once shown to be in error

The Principle of Limited Collection: DON will collect only those perso ta elements required to fulfill an official function or mission grounded w. Those collections are conducted by lawful and fair means.

The DON Code of Fair Information Principles (cont'd)

The Principle of Limited Retention: DON will retain your personal information only as long as necessary to fulfill the purposes for which it was collected. Records will be destroyed in accordance with established DON records management principles.

The Principle of Data Quality: DON strives to maintain only accurate, relevant, timely, and complete data about you.

The Principle of Limited Internal Use: DON will use your personal data only for lawful purposes. Access to your data will be limited to those Department of Defense individuals with an official need for access.

The Principle of Disclosure: DON employees and military members will jealously guard your personal data to ensure that all disclosures are made with your written permission or are made in strict accordance with the Privacy Act.

The DON Code of Fair Information Principles (cont'd)

e Principle of Security: Your personal data is protected by appropriate eguards to ensure security and confidentiality. Electronic systems will periodically reviewed for compliance with the security principles of the vacy Act, the Computer Security Act, and related statutes. Electronic lections will be accomplished in a safe and secure manner.

e Principle of Accountability: DON and our employees, military mbers, and contractors are subject to civil and criminal penalties for tain breaches of Privacy. DON is diligent in sanctioning individuals o violate Privacy rules.

e Principle of Challenging Compliance: You may challenge DON if u believe that DON has failed to comply with these principles, the vacy Act, or the rules of a system of records notice. Challenges may be dressed to the person accountable for compliance with this Code, the al Navy/Marine Corps Privacy Act manager, CNO (DNS-36), or C (ARSF).